



**CITY OF BOULDER**  
**Planning and Development Services**

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**BASELINE INSPECTION CHECKLIST**  
**For Single Dwelling units and duplexes**  
(Single dwelling units may be single family homes, townhomes, or condos)  
(Effective March 2002)

**Building Address** \_\_\_\_\_ **Unit #** \_\_\_\_\_

This checklist is required to be completed by a Rental Housing Inspector licensed with the City of Boulder. The Compliance Verification Form attached here must be returned, with signatures, to the Rental Housing Inspection and Licensing Program, P.O. Box 791, Boulder CO 80306-0791. During all inspections, a property owner, tenant or agent must be present. The inspector will do a visual inspection for compliance with this checklist and the Boulder Housing Code [Boulder Revised Code 1981, Chapter 10-2]. Each inspection is only a visual examination of those elements and areas that are safely and readily accessible at the time of the inspection. The licensed housing inspector is not responsible for compliance with the city's housing code either at the time of inspection or anytime thereafter. Compliance with the city housing code is the responsibility of the owner/operator. The owner/operator is also responsible for obtaining a separate safety inspection before the property can be licensed.

**Conditions in this checklist are acceptable if originally constructed or remodeled with a building permit and if they met the applicable codes at time of construction or remodel. This exception does not apply to conditions listed under "Fire Protection". Smoke detectors must be operable as stated in the checklist under "Fire Protection". All electrical equipment must be inspected by a licensed electrician or a rental housing inspector approved to perform such inspections (see approved list of D-9 licensed contractors).**

There are two categories in this checklist:

**R is a Required Check** and must be signed off by the inspector.

**G is a Guideline for Owner/Agent** of things the owner may want to be aware of but is not required for the purpose of rental licensing. [Check mark indicates compliance]

**A. GENERAL INSPECTION**

**EXTERIOR**

- R ☐ Foundation, Roof, Cladding and Exterior structure as observed from grade appear to be in sound functional condition.
- R ☐ Crawl Space Cover and Hatchways are provided.

**EXITING- EGRESS**

- R ☐ Exits used for emergency egress must be accessible and unobstructed (free of stored and discarded materials).
- R ☐ Exit Door(s) that have a latch, deadbolt, or security chain, are operable from inside without key or tool.
- R ☐ All exterior door locks must function properly.
- R ☐ Doors and windows are properly sealed to prevent significant air infiltration.
- G • Exterior windows should be latchable without the use of a lock, key or special knowledge for operation.

**Means of Egress is an exit system that provides a continuous, unobstructed and undiminished path of travel to a public way, including an exit door and an egress window.**

- R ☐ Two Means of Egress exist from each inhabited floor above 2nd story if rented separately from lower levels.
- R ☐ Two Means of Egress are usable from basement living unit: one egress may be for emergency use only such as an egress window, with a minimum of 10 feet distance between such egresses. Egress Window(s) which are used for emergency use must have a minimum unobstructed clear opening of 5.7 sq. ft. and not more than 44" above floor.
- G • *Halls and Stairways have illumination at all times the building is occupied.*
- G • *Corridor Walls are free of holes, tears and makeshift repairs.*

## STAIRWAYS AND GUARDRAILS

- R ☐ Stairs must be safe for use, in good condition and have handrails if four or more steps or risers exist.
- R ☐ There is a guardrail for porches, balconies, landings, floor and roof openings, ramps, and decks with a drop-off to the ground over 7 feet.
- R ☐ Stairways leading to habitable spaces have 6'4" minimum headroom and are maintained in sound condition.
- R ☐ Risers and treads have uniform height and width with rise of 8" maximum and minimum tread width of 9". A 1/2" variance (excluding unused space) is allowed.

## FIRE PROTECTION AND FUEL BURNING APPLIANCES

- R ☐ Fireplace/Wood Stove and Chimney are in working order, free of significant defects or blockage.
- R ☐ Electric (hard-wired) or battery operated Smoke Detector(s) are installed in each dwelling unit. Smoke detectors are installed in each bedroom and at least one or more on each floor. Smoke Detectors are installed per manufacturer instructions.
- R ☐ Gas fireplaces have safety pilot assemblies, are properly vented and have accessible shut-offs. Masonry chimneys are properly vented with appropriate clean-outs.
- R ☐ Every dwelling unit shall have a cooking device installed in an approved manner.
- G • *Smoke detectors equipped with a temporary delay switch (Hush Button) are preferred because they may prevent unwanted disconnection by tenants.*
- G • *Unlined fireplaces are a potential fire hazard and should be inspected by a qualified professional.*
- G • *BBQs, hibachis and other outdoor cooking on wood decks or in close proximity to wood siding can be a serious fire hazard. Candles and halogen lights are also potential fire hazards.*
- G • *For units with fuel burning appliances installed inside the dwelling unit such as a furnace, water heater, or gas fireplace; carbon monoxide detectors installed to manufacturer's specifications may warn residents of potentially dangerous conditions that require immediate repair.*

## FOOD PREPARATION AND FOOD STORAGE

- R ☐ Kitchen sink countertops, food preparation surfaces, cooking devices, and food storage areas shall be easily cleanable and shall be free from holes, breaks or cracks that leak or could cut or injure a person, and dampness that would permit the harborage of insects or promote the growth of bacteria.

## LIGHTING/VENTILATION

- R ☐ Sleeping rooms have Natural Lighting from one window or skylight facing directly to the outside.
- R ☐ Sleeping rooms have natural or mechanical means of Ventilation directly to the outside.

Natural Ventilation is minimum of 1 window or skylight, openable to and contiguous with the outside not less than 1 sq. in. of outside air for each sq. ft. of floor area.

## WINDOWS, FLOORS, WALLS, CEILINGS AND DOORS

- R ☐ Are intact and capable of affording privacy for the occupants.
- R ☐ Window(s) required for egress shall be openable without the use of tools or excess effort.

## PLUMBING FIXTURES

- R ☐ Window(s) are free of loose and broken glass.
- R ☐ Floor(s) are safe to use, and capable of supporting intended use.
- R ☐ Floor Covering(s) are free of tripping hazards.

Includes: Lavatory Basins, Kitchen Sink, Toilets, Tubs, Water Heaters, Showers, and Sinks

- R ☐ Fixtures, hardware and fittings are in proper working order, free of breaks and leaks.
- R ☐ Walls surrounding tubs and showers are structurally sound and impervious to water.
- R ☐ Plumbing within each unit includes hot and cold water, partitioned toilet, lavatory sink, and kitchen sink except for rooming houses, which may have shared facilities.

## B. ELECTRICAL EQUIPMENT

**PLEASE NOTE : Must be inspected by ASHI inspector, an ICBO/ICC certified combination inspector or licensed electrical contractor only. The cover of circuit/fuse box must be removed by the inspector in order to complete the electrical inspection.**

- R ☐ Electrical Service Entrance has a minimum capacity of 30 amperes, 40A for 220 use, 70A for two 220 appliances, with components all in working order and adequate circuitry for use.
- R ☐ No visible signs of frayed, exposed, burnt insulation and/or unprotected electrical wiring.
- R ☐ Accessible Fixtures and Electrical Outlet(s) are properly installed, covered and in good working condition.
- R ☐ No dangerous conditions exist inside any panel box.

The inspector will not certify a completed housing inspection until all outstanding issues have been addressed and all items completed at re-inspection. Scheduling a re-inspection is the responsibility of the owner/agent and is performed by a licensed rental-housing inspector.

Any other imminent health and safety issues noticed during inspection:

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**BASELINE INSPECTION COMPLIANCE VERIFICATION FORM**

**Please return this portion of the Baseline Inspection checklist**

By signing this form, the licensed inspector certifies that he/she performed the housing inspection for the rental property indicated below and found it complied with the requirements included in the checklist at the time of inspection. The inspector also certifies that he/she has no financial interest in the property and is not related in any way to the owner/agent or tenant.

**Building Address** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**Owner/Agent Name** \_\_\_\_\_

**Contractor's comments** \_\_\_\_\_

**Person who performed inspection** \_\_\_\_\_  
Signature \_\_\_\_\_ Print name \_\_\_\_\_

**Company name** \_\_\_\_\_ **Contractor license #** \_\_\_\_\_

**Type of license** \_\_\_\_\_ **Company phone # ( )** \_\_\_\_\_

**DATE property passed inspection** \_\_\_\_\_  
(Inspection must be completed within the last 12 months)

This form does not amend or replace any other Code requirements. The City of Boulder Housing Code is available in its entirety, at the Rental Housing Inspection and Licensing Office, located at 1739 Broadway 3<sup>rd</sup> floor, the Boulder Public Library or on the Website under [www.ci.boulder.co.us/cao/brc/10-2.html](http://www.ci.boulder.co.us/cao/brc/10-2.html).

**Fill out this section only if the inspector is different from above**

**Electrical Inspectors name** \_\_\_\_\_  
Signature \_\_\_\_\_ Print name \_\_\_\_\_

**Date of electrical inspection** \_\_\_\_\_  
(Inspection must be completed within the previous 12 months)

**Company name** \_\_\_\_\_ **Contractor license #** \_\_\_\_\_

**Type of license** \_\_\_\_\_ **Company phone # ( )** \_\_\_\_\_